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1891

New Haven, Conn.

MANUAL

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OF THE

New Haven Public Schools

1891

RULES AND REGULATIONS

OF THE

BOARD OF EDUCATION

OF THE

NEW HAVEN

CITY SCHOOL DISTRICT.

ADOPTED BY THE BOARD OF EDUCATION

APRIL 17, 1891.

NEW HAVEN:
TUTTLE, MOREHOUSE & TAYLOR.
1891.

LB2802
N37
1891

SCHOOL OFFICERS.

BOARD OF EDUCATION:

CHARLES E. GRAVES, *President.*

		Term expires
HORACE H. STRONG,	169 Long Wharf,	1891
THOMAS O'BRIEN,	82 Church street,	1891
WALTER LEIGH,	Westville,	1891
MAX ADLER,	60 Court street,	1892
JAMES A. HOWARTH,	34 Vernon street,	1892
SAMUEL R. AVIS,	124 Division street,	1892
JOSEPH D. PLUNKETT,	49 Church street,	1893
CHARLES E. GRAVES,	101 Grove street,	1893
SAMUEL HEMINGWAY,	715 Chapel street,	1893

COMMITTEE ON FINANCE:

THOMAS O'BRIEN. CHARLES E. GRAVES.
SAMUEL HEMINGWAY.

COMMITTEE ON SCHOOLS:

MAX ADLER. JAMES A. HOWARTH.
JOSEPH D. PLUNKETT.

COMMITTEE ON SCHOOL BUILDINGS:

HORACE H. STRONG. SAMUEL R. AVIS.
WALTER LEIGH.

SPECIAL COMMITTEE ON RULES.

H. H. STRONG. CHARLES E. GRAVES.

SUPERINTENDENT:
V. G. CURTIS.

SECRETARY:
HORACE DAY.

CLERK:
GEORGE T. HEWLETT.

TREASURER:
CHARLES E. GRAVES.

COLLECTOR:
THEODORE A. TUTTLE.

AUDITORS:

RICHARD F. LYON. FRANCIS G. ANTHONY.

DISTRICT CLERK:
BENJAMIN [illegible]

AUG 23 1926
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RULES AND REGULATIONS

OF THE

BOARD OF EDUCATION

OF THE

NEW HAVEN CITY SCHOOL DISTRICT.

ARTICLE I.

BOUNDS OF THE NEW HAVEN CITY SCHOOL DISTRICT.

The New Haven City School District includes all of the town of New Haven except the Westville and South School Districts. That part of the town which lies west of a line running from the Bridge over West River on the Derby Turnpike to the outlet of Beaver Pond, thence easterly and northerly along the brook flowing into said pond, to the Hamden line, is the Westville District. That part which lies south of the road which crosses Townsend Avenue in the direction of the old Fort is the South District.

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The New Haven City School District is divided for convenience into ten sub-districts, with the following boundaries, viz:

ROSETTE.

Beginning at West Bridge, includes both sides of Washington street to Spring street, both sides of Spring street to the railroad, thence in a continuous straight line to the water front, and thence along the water front to the place of beginning, with all the streets within the lines thus indicated.

WASHINGTON.

Beginning at West Bridge includes neither side of Columbus avenue to Howard avenue, neither side of Howard avenue to Derby railroad, thence along Derby railroad to Meadow street, neither side of Meadow to the water, thence along the water front to the line of Spring street, neither side of Spring to Washington, neither side of Washington to West River, thence along the river to the place of beginning, with all the streets within the lines thus indicated.

WELCH.

Beginning at West Bridge, includes both sides of Columbus avenue to Howard avenue, both sides of Howard avenue to Derby railroad, thence along that road to Meadow street, both sides of Meadow to the water, thence along the water front to State street, neither side of State to Chapel, neither side of Chapel to Church, both

sides of Church to Congress avenue, both sides of Congress avenue to Oak street, both sides of Oak street to Davenport avenue, neither side of Davenport avenue to West Bridge, with all the streets within the lines thus indicated.

WEBSTER.

Beginning at the Derby Turnpike Bridge, includes both sides of Derby avenue to George street, both sides of George to Howe, both sides of Howe to Chapel, neither side of Chapel to York, both sides of York to Elm, neither side of Elm to Church, neither side of Church to Congress avenue, neither side of Congress avenue to Oak, neither side of Oak to Davenport avenue, both sides of Davenport avenue to West Bridge, thence along West river to the place of beginning, with all the streets within the lines thus indicated.

DWIGHT.

Beginning at Derby Turnpike Bridge, includes neither side of Derby avenue to George street, neither side of George to Howe, neither side of Howe to Chapel, both sides of Chapel to York, neither side of York to Elm, both sides of Elm to College, both sides of College to Grove, both sides of Grove to Ashmun, both sides of Ashmun to Pierpont Court, and neither side of Pierpont Court, thence in a direct line to the junction of Goffe street with Dixwell avenue, neither side of Goffe to the district line, and on that line to the

place of beginning, with all the streets within the lines thus indicated.

WINCHESTER.

Beginning at the junction of Goffe street with the District line, includes both sides of Goffe to Dixwell avenue, thence in the shortest direct line to Ashmun street, including Pierpont Court, neither side of Ashmun to Grove, neither side of Grove to Prospect, both sides of Prospect to Hamden line, on Hamden line to the district line of Westville District, and on that line to the place of beginning, with all the streets within the lines thus indicated.

LOVELL.

Beginning at the junction of Prospect street with the Hamden line, includes neither side of Prospect to Sachem, neither side of Sachem to Whitney avenue, thence in the shortest straight line to the junction of Orange and Pearl streets, both sides of Pearl to State, both sides of State to Humphrey, both sides of Humphrey to Laurel, both sides of Laurel to the Mill River, thence along that river to the Hamden line, and on that line to the place of beginning, with all the streets within the lines thus indicated.

WOOLSEY.

Includes all that portion of the city and town which lies east of Mill River, and north of the line midway between the Central and Woodward

School houses; beginning at the junction of the city line and Mill River, and thence along Mill River to Chapel street, thence along the water line to Meadow street (Annex), neither side of Meadow street to Shore Line Railroad, thence along Shore Line Railroad to town line, thence along the town line northerly to the north line of the town, thence to Quinnipiac River, thence along city line to place of beginning, with all the streets within the lines thus indicated.

WOOSTER.

Beginning at the corner of State and Water streets, includes both sides of State to Chapel, neither side of Chapel to Franklin, neither side of Franklin to the Railroad, which separates it from the Eaton District, thence on the line of the Railroad to Mill River, and down said river to its junction with the Quinnipiac, thence to Meadow street (Annex), thence both sides of Meadow to the Shore Line Railroad, thence easterly along the Shore Line Railroad to town line and along town line southerly to the district line, thence westerly along the district line to the Harbor, thence along the water front to Forbes avenue, thence across the Tomlinson's Bridge and along the water front including Long Wharf, to the place of beginning, with all the streets within the lines thus indicated.

EATON.

Beginning at the southeast corner of College and Elm streets, includes neither side of College

to Prospect street, neither side of Prospect to Sachem, both sides of Sachem to Whitney avenue, thence to junction of Orange and Pearl streets, neither side of Pearl to State, neither side of State to Humphrey, neither side of Humphrey to Laurel, neither side of Laurel to the railroad, thence along the railroad to Franklin street, both sides of Franklin to Chapel, both sides of Chapel to Church, both sides of Church to Elm, both sides of Elm to College, with all the streets within the lines thus indicated.

ARTICLE II.

ELECTION, POWERS AND DUTIES OF THE BOARD OF EDUCATION.

District Meetings.

The annual meeting of the legal voters of the District is held on the third Monday of September, at such place and hour as may be selected by the Board of Education. Special meetings of the District may be called at other times.

Election.

The Board of Education consists of nine members, three of whom are chosen at each annual meeting of the District.

Powers and Duties.

The statutes of the State pertaining to these matters are as follows:

SEC. 2130. School societies heretofore organized under the Act of 1855, entitled "An Act in addition to and in alteration of an Act concerning Education," which are not co-extensive with the towns in which they are situated, shall be and remain school districts, as specified in this title;

Except that each shall annually choose, on the third Monday of September, instead of a district committee, a board of education consisting of six or nine persons, who shall be chosen by ballot, one-third to be chosen each year, to serve for three years and until others are elected in their places.

That number of persons sufficient to fill the board who have the highest number of votes shall be elected.

Said board shall have all the powers, and be subject to all the duties of district committees,

And shall also have the general superintendence of the public schools in the district, and the management of its property;

Shall lodge all bonds, leases, notes, and other securities, with the treasurer of said district, unless the same have been intrusted to others, by the grantors, or the General Assembly;

Pay into the treasury of the district all moneys which they may receive for the support of schools;

Determine the number and qualifications of the scholars to be admitted into each school;

Supply the requisite number of qualified teachers;

Ascertain annually, during the first two weeks of September, the expense of maintaining the schools under their superintendence during the year ending the thirty-first day of the previous August, and report the same, with the amount of

moneys received towards the payment thereof, to the district, at a meeting to be held on the third Monday of September in each year;

Shall, at the same time, make a full report of their doings, and the condition of such schools, and all important matters concerning the same;

And shall perform all lawful acts required of them by the district, or necessary to carry into effect the powers and duties herein defined.

All existing school societies, in which school districts have been or may be abolished, may avail themselves of the privileges specified in this section.

SEC. 2131. The property of the school societies, specified in section 2130, shall not be affected by the provisions of this title.

SEC. 2132. The board of education, appointed by any school district, organized under the provisions of section 2130, shall possess all the powers and be subject to all the duties within said district, which are possessed by the school visitors in the several towns;

Shall make their annual report to the Secretary of the State board of education, and send their returns and certificates directly to the Comptroller;

And may appoint an acting school visitor in said district, who shall possess, within said district, all the powers and be subject to all the duties of similar officers appointed by school visitors.

The authority of the board of school visitors of the town in which said district is situated shall extend only to the remaining portion of said town; and their returns and certificates shall include only the children of such remaining portion.

SEC. 2133. The Comptroller, on application of the board of education of such district, shall

draw on the Treasurer in favor of such district, for the proportionate amount, to which such district may be entitled, of all moneys appropriated by law for the benefit, support, and encouragement of public schools, as is provided in respect to towns; and the town in which said district is situated shall be entitled to receive only its proportionate amount of such public money, for the children in the remaining portion of said town.

SEC. 2134. In all school districts in which boards of education are required by law to be elected by ballot, the ballot boxes shall be open for the reception of votes; in districts having less than four hundred voters, three hours and not longer; in districts having over four hundred and less than one thousand voters, five hours and not longer; and no box for the reception of ballots shall remain open later than half-past eight o'clock in the afternoon of the day of such election.

ARTICLE III.

ORGANIZATION OF THE BOARD.

MEETINGS.

SECTION 1. The regular meetings of the Board shall be held on the first and third Friday evenings of each month; from the 20th of September to the 20th of March, at 7½ o'clock; for the remainder of the year at 8 o'clock.

QUORUM.

SEC. 2. Five members of the Board shall constitute a quorum for the transaction of business.

Every Member to Vote.

Sec. 3. Every member present when a question is put, shall vote unless excused by the Board.

Yeas and Nays.

Sec. 4. The yeas and nays shall be taken and recorded whenever called for by any member of the Board.

Meetings to be Public.

Sec. 5. The meetings of the Board are open to the public unless otherwise specially ordered.

Executive Sessions.

Sec. 6. At the request of one member, or whenever any question arises which involves the standing of an employe, the Board shall go into executive session.

Special Meetings.

Sec. 7. Special meetings may be called by a majority of the Board, or by the President, and the notice for such meetings shall state the objects for which they are called.

Order of Business.

Sec. 8. The usual order of business of the Board shall be as follows:

1. Reading the minutes of the previous meeting.
2. Reports of Standing Committees.
3. Reports of Special Committees.
4. Report of Superintendent.
5. Report of Secretary.
6. Business laid over under the rules.
7. Other business.

Business Referred to Committees.

SEC. 9. As far as practicable, all business shall be presented to the Board and referred to the appropriate Standing Committee, before action is taken by the Board.

Communications.

SEC. 10. All communications addressed to the Board shall be referred to the President or to the proper committee.

President of the Board.

SEC. 11. At the first meeting of the Board after the Annual District Election, a President for the ensuing year shall be chosen, unless the election be postponed to a future meeting.

How Elected.

SEC. 12. The election shall be by ballot, a majority vote of the members present being necessary to an election.

Duties of the President.

Sec. 13. The President shall preside at the meetings of the Board and perform such other duties as usually pertain to that office.

President Pro Tempore.

Sec. 14. In the absence of the President, his powers and duties shall devolve upon a President pro tempore.

Standing Committees.

Sec. 15. At the first meeting of the Board after the annual election, unless postponed, the following committees, each consisting of three members, shall be elected by ballot by a majority vote of the Board.

Committee on Finance.
Committee on Schools.
Committee on School Buildings.
Committee on Books and Supplies.
Committee on Special Instruction.

COMMITTEE ON FINANCE.

Funds of the District.

Sec. 16. The financial wants and obligations of the District shall be under the special charge of the Committee on Finance, who shall draw orders on the Treasurer for the payment of such bills or claims as by them may be approved, and

who shall have power, from time to time, to borrow such moneys as may be necessary to meet the wants of the District.

Bills and Pay Rolls.

Sec. 17. The Committee shall meet each month to examine and pass upon the pay rolls and upon all bills that have been approved by a majority of the Committee under whose authority the debt was incurred.

Annual Report.

Sec. 18. They shall make an annual report of the financial condition of the District.

Insurance.

Sec. 19. They shall have charge of the insurance of the property of the District.

Estimate of the Value of School Property.

Sec. 20. They shall also make an estimate, for publication in the Annual Report, of the value of the property belonging to the District.

COMMITTEE ON SCHOOLS.

Course of Study and Government of Schools.

Sec. 21. This Committee shall, in consultation with the Superintendent, attend to all matters relating to the course of study and government of the Grammar, Intermediate, Primary, and Ungraded Schools.

Candidates for Positions.

Sec. 22. They shall, in consultation with the Superintendent, nominate to the Board all candidates for positions as principals and teachers of the schools under their charge, and shall recommend the salaries to be paid.

COMMITTEE ON SCHOOL BUILDINGS.

Care of Buildings, Premises and Furniture.

Sec. 23. The care of the school buildings and premises, the purchase and care of the furniture and movable property of the District other than that under the charge of the Committee on Books and Supplies shall be in charge of this Committee.

Repairs and Improvements.

Sec. 24. They shall attend to the necessary repairs and recommend to the Board such changes and improvements as they may deem necessary for the health of the pupils, the efficiency of the schools and the protection of the property of the District.

Plans and Estimates for New Buildings.

Sec. 25. They shall, under the direction of the Board, procure plans and estimates for new buildings.

ANNUAL INSPECTION.

SEC. 26. They shall annually in the month of June inspect the school buildings and property of the District and report to the Board the condition of the same, with an estimate of the cost of the necessary repairs.

NOMINATION OF JANITORS.

SEC. 27. They shall, in consultation with the Superintendent, nominate to the Board all candidates for position of janitors and shall recommend the salaries to be paid.

COMMITTEE ON BOOKS AND SUPPLIES.

SEC. 28. This Committee shall have charge of the purchase and care of the books, stationery, supplies, and apparatus for teaching.

COMMITTEE ON SPECIAL INSTRUCTION.

SEC. 29. This Committee shall have charge of those studies and exercises which require special instruction, viz: the Hillhouse High School, Training Schools for Teachers, Manual Training, Music, Drawing, Cooking, Sewing, Kindergartens, and Evening Schools, and in consultation with the Superintendent shall nominate to the Board all candidates for positions as principals and teachers of the schools under their charge and shall recommend the salaries to be paid.

RECORDS TO BE KEPT.

SEC. 30. Each of these Committees shall keep a book of minutes of their transactions which shall be produced on demand at any meeting of the Board, and shall be open to the inspection of any member.

THE SUPERINTENDENT TO ATTEND MEETINGS OF THE COMMITTEES.

SEC. 31. The presence of the Superintendent may be required at the meetings of any of the Committees.

EXPENDITURES.

SEC. 32. No bills shall be contracted or money expended, to an amount exceeding *one hundred dollars*, without a vote of a majority of the Board, and no bill for a less amount shall be contracted except by the authority of an appropriate committee.

ARTICLE IV.

EXECUTIVE OFFICERS.

SEC. 33. The executive officers of the Board shall consist of a Secretary, a Superintendent of Schools and a Clerk of the Board.

How Chosen.

Sec. 34. These officers shall be chosen annually by the concurring ballots of a majority of the Board; the Secretary at the second regular meeting in the month of December; the Superintendent at the second regular meeting in the month of April, and the Clerk at the first regular meeting in the month of March, unless said elections are postponed to a future meeting.

Term of Office.

Sec. 35. The term of office of the Secretary shall commence on the first day of the next succeeding January; of the Superintendent on the first day of the next succeeding September, and of the Clerk on the first day of the next succeeding April. They shall each hold office for one year and until a successor is appointed.

DUTIES OF THE SECRETARY.

Accounts.

Sec. 36. It shall be the duty of the Secretary, under the direction of the Finance Committee to keep the accounts of the District and make out an annual report of its expenses.

Records of Meetings.

Sec. 37. He shall act as Clerk or Scribe at all meetings of the Board, shall keep suitable records of their proceedings and shall notify the chairman of each committee of business referred to it by the Board.

Census of School Children.

Sec. 38. He shall see that an accurate census of children of school age is taken, according to law, under the direction of the Committee on Finance.

Insurance, Contracts, etc.

Sec. 39. He shall attend to the insurance, to the preparation of contracts necessary to the affairs of the District, to the payment of such bills as are approved by the Finance Committee, to such other matters as may be ordered by the Board and shall act as the executive officer of the Committee on Finance.

DUTIES OF THE SUPERINTENDENT.

General Supervision of all Schools.

Sec. 40. The Superintendent, as the executive officer of the Board, shall have general supervision of all the schools of the District.

Devote His Whole Time to the Schools.

Sec. 41. He shall, under the direction of the Board, devote his whole time to the schools, and shall do his utmost to secure in all the schools of the District thoroughness of instruction, good discipline and harmonious relations between parents and teachers.

Monthly Report.

Sec. 42. He shall be prepared, at the first meeting of the Board in each month, to report what school rooms have been visited by him during the preceding month, together with the results of his observation, pointing out defects and suggesting such improvements as he deems necessary for the greater efficiency of the schools.

Visitation and Supervision.

Sec. 43. He shall visit the schools of the District as often as is necessary for thorough supervision; giving attention to organization, discipline and instruction; and rendering such aid to principals and teachers by advice and criticism as shall, in his judgment, increase the efficiency of the schools. He shall carefully observe the methods of instruction and conduct of each teacher and shall promptly report any inefficiency on the part of a teacher or principal to the appropriate committee.

Teachers' Meetings.

Sec. 44. He shall assemble the teachers at such times as he may deem necessary, for the purpose of instructing or directing them in the discharge of their duties, for the discussion of methods of teaching and principles of school government, and to secure practical uniformity in the work of the grades and in the discipline of the schools.

Examinations of Teachers.

Sec. 45. He shall examine candidates for the position of teachers and shall issue legal certificates to those found qualified.

Appointment of Substitutes.

Sec. 46. He shall appoint substitutes to fill temporary vacancies, subject to the approval of the appropriate committee.

Annual Report.

Sec. 47. He shall submit to the Board at the end of the year a written report of the condition of the schools under his charge, together with statistics and facts of general interest, and suggestions for promoting the general efficiency of the schools.

Exchange of Reports.

Sec. 48. He shall keep himself and the Board constantly informed of the best plans of organization and methods of instruction adopted in the schools of other cities, and for this purpose shall regularly exchange reports with other towns and cities.

Attend Meetings of the Board.

Sec. 49. He shall attend all meetings of the Board and be prepared to give such information concerning the schools as may be required.

Examinations and Promotions.

Sec. 50. He shall have supervision of the grading, examinations and promotions in all the schools of the District.

Purchase of Supplies, etc.

Sec. 51. He shall, under the general direction and supervision of the appropriate committee, attend to the purchase of supplies, to the enforcement of the truancy laws, and the general execution of the rules of the Board in respect to the details and welfare of the District not otherwise provided for, and may employ competent help by the authority of the Board.

Office Hours.

Sec. 52. He shall be at the office of the Board on all school days from 8¼ to 9½ o'clock A. M. and from 4 to 5 o'clock P. M.

DUTIES OF THE CLERK.

Accounts of the District.

Sec. 53. It shall be the duty of the Clerk, under the direction of the Superintendent and of the appropriate committees, to keep such books and accounts of the District as may be required.

Inventory of the Property.

Sec. 54. He shall keep an accurate inventory of all the property of the District and the number

and kinds of articles in the respective school buildings or other depositories, and to assist the Superintendent in the purchase of supplies and in the other work of the office.

Repairs and Care of School Buildings.

Sec. 55. He shall act as the Clerk of the Committee on School Buildings, and under their direction shall attend to the repair and care of the school buildings and property.

ARTICLE V.

ORGANIZATION OF THE SCHOOLS.

Sub-Districts.

Sec. 56. The New Haven City School District is divided for convenience into sub-districts, each one containing a Grammar School which with the other schools in that sub-district is under the supervision of a principal.

Classification.

Sec. 57. The schools are classified as follows:

Primary Schools,
Intermediate Schools,
Grammar Schools,
High School,
Training Schools for Teachers,
Manual Training Schools,
Kindergarten Schools,
Ungraded Schools,
Evening Schools.

Primary Schools.

Sec. 58. The Primary Schools shall consist of three grades designated as first, second and third.

Intermediate Schools.

Sec. 59. The Intermediate Schools shall consist of two grades designated as fourth and fifth.

Grammar Schools.

Sec. 60. The Grammar Schools shall consist of three grades designated as sixth, seventh and eighth.

School Hours.

Sec. 61. The regular school hours for primary, intermediate and grammar schools shall be from 9 o'clock A. M. to 12 M., and from 2 to 4 P. M., with a recess not to exceed ten minutes near the middle of each session. The dismissal of the rooms in grades I and II may begin ten minutes before 12 and ten minutes before 4 o'clock. From May 1st to November 1st the children in grades I and II may be dismissed at 11:45 o'clock A. M.

Music and Drawing.

Sec. 62. Instruction in music and drawing is given in all grades, in accordance with a program prepared under the direction of the appropriate committee and with the approval of the Board.

Manual Training.

Sec. 63. *Woodworking.* — The Manual Training School furnishes instruction in the use of wood-working tools to boys in the higher grades of the Grammar Schools.

Sec. 64. *Sewing.*—Plain sewing is a regular branch of study for girls in grade IV, V and VI; and one hour in each week shall be devoted to this instruction.

Sec. 65. *Cooking.*—Instruction in cooking and domestic economy is given to girls in grades VII and VIII.

Kindergartens.

Sec. 66. Kindergartens are established in such sub-districts as may be ordered by the Board and are under the direction of the principal of that sub-district.

Ungraded Schools.

Sec. 67. The Ungraded Schools are especially for the temporary accommodation of children who are deficient in the English language and for those who are irregular in attendance, or insubordinate in conduct.

evening schools.

Who may Attend.

Sec. 68. The evening schools provide instruction to persons over fourteen years of age, who do not attend the day schools.

LENGTH OF TERM.

SEC. 69. They shall be opened in October, in such localities as may be determined by the Committee on Special Instruction, and shall continue until the first of March, unless previously closed with the approval of the Board.

SESSIONS.

SEC. 70. There shall be four sessions a week of two hours each, beginning at seven o'clock and closing at nine o'clock P. M.

STUDIES PURSUED.

SEC. 71. Instruction shall be given in Reading, Writing, Spelling, Language, Arithmetic, Geography and History, and such other studies as may be approved by the Committee, the order of exercises and methods of instruction to be prescribed by the Superintendent.

HIGH SCHOOL.

DEPARTMENTS.

SEC. 72. The High School comprises the Classical and the English department each with a course of four years; the Scientific department with a course of three years; and the Commercial department with a course of two years.

Examinations for Admission.

Sec. 73. At the close of each school year pupils in the highest grade of the Grammar Schools, who pass the prescribed examinations, and who attain in those examinations an average rank of 60 per cent., are promoted to the High School. All candidates shall be at least twelve years of age, and shall bring certificates of scholarship and good character from the principal of the school they last attended. They must be well prepared in Arithmetic, English Grammar, United States History, Geography, Reading, Penmanship and Spelling.

Preparation of Questions.

Sec. 74. The questions must be prepared by the Superintendent, and are to be submitted to the Committee on Special Instruction, for their approval, previous to the examination. The questions are not to be restricted to the text-books used in the schools, but shall correspond in principle to the instruction given in the studies pursued.

Examination under the Direction of the Superintendent.

Sec. 75. The examination is made under the direction of the Superintendent of Schools, with the assistance of the Principal of the High School and such teachers as may be selected.

Pupils not Eligible.

Sec. 76. Pupils below the highest class in the Grammar Schools are not received as candidates for examinations, unless recommended by the principal as in his opinion qualified for admission.

Applicants from other Schools.

Sec. 77. All applicants from other schools shall pass a similar examination, and the results of all examinations shall be submitted to the appropriate committee for approval.

Studies Pursued.

Sec. 78. Instruction may be given in the following branches of learning, viz: Arithmetic, Book-keeping, Algebra, Geometry, Trigonometry, Mensuration, Surveying, Navigation, the English Language and Literature; in Reading, Declamation, Spelling, Defining, and Composition; in the French, German, Greek and Latin Languages; in Rhetoric, Logic, Mental and Moral Philosophy, in History and Political Philosophy, together with the Constitution of the United States and of Connecticut; in Physical Geography, Natural Philosophy, Chemistry, Astronomy, Physiology, Botany, Zoölogy, Mineralogy, Geology, Vocal Music, and Drawing.

Order of Instruction.

Sec. 79. The particular order and manner in which instruction shall be given in the studies pursued in the High School shall be arranged by the Superintendent and the Principal of the School, with the approval of the appropriate committee.

Admission at the Beginning of the Year.

Sec. 80. Admission shall be made only at the beginning of the year, unless the candidate is qualified to enter the regular course.

Sessions.

Sec. 81. The sessions of the High School shall be from 8½ o'clock A. M. to 1 o'clock P. M.

Promotions.

Sec. 82. Examinations for promotions in the High School shall be conducted by the Principal under the direction of the Superintendent, and any pupil who falls below 70 per cent. in two or more of the studies of his class shall not be eligible for promotion.

Graduation Exercises.

Sec. 83. The Graduation Exercises shall be public, and shall be held at the close of the scholastic year in April. All matters relating to the Graduating Exercises shall be referred to the Board.

Diplomas.

Sec. 84. Diplomas will be given to pupils who have completed either of the prescribed courses and who have attained an average rank of 70 per cent. upon the studies of the same.

TRAINING SCHOOLS FOR TEACHERS.

Organization and Purpose.

Sec. 85. The Training Schools for Teachers are organized for the purpose of furnishing a supply of competent teachers for the schools of the District, and are under the immediate supervision of the Superintendent.

Eligibility.

Sec. 86. Those who have pursued the four years' course at the High School and have graduated therefrom with an average standing of 70 per cent., and others residing in the District who have received an equivalent training may be admitted to the Training Schools upon the approval of the Board.

Department of Theory and Practice.

Sec. 87. The teacher in charge of the Department of Theory and Practice shall attend to the marking and classification of the pupils, shall see that proper records are kept and shall make a monthly report to the Superintendent of the

attendance and standing of the members of the Training Class.

Course of Instruction.

Sec. 88. The course of training is one year, one-half of which is given to the study of the principles of education and the art of teaching and the remainder to observation and practice in the school room. Members of the Training Class are required to observe the same rules with respect to regular and punctual attendance as apply to teachers.

Sessions.

Sec. 89. The sessions of the Training School from September first to February first shall be from 8½ o'clock A. M. to 1 o'clock P. M., and from February first to July first, from 8.40 o'clock A. M. to 12 o'clock M., and from 1.45 o'clock to 4 o'clock P. M.

Certificates.

Sec. 90. A certificate will be given to those who satisfactorily complete this course of training, and who attain an average standing of 70 per cent. in the studies pursued and in the theory and practice of teaching. This certificate shall qualify them to teach in the schools of the District.

ARTICLE VI.

THE SCHOOL YEAR, EXERCISES, ETC.

Length of School Year.

SEC. 91. The school year shall begin during the first week in May, and continue through forty weeks of actual instruction, exclusive of such holidays and vacations as the Board shall annually designate.

Holidays.

SEC. 92. The regular holidays shall be Thursday and Friday of Thanksgiving week, Fast Day, Memorial Day, and every Saturday throughout the school year. Other holidays may be granted by vote of the Board.

Devotional Exercises.

SEC. 93. The morning session of the schools shall be opened with appropriate devotional exercises.

One Session.

SEC. 94. In case of a violent storm the Superintendent will indicate at 11.30 A. M., through the Fire Alarm Telegraph (2–2 and repeat), that all schools, except the High School will close for the day at 12 o'clock, noon.

VISITORS.

SEC. 95. Visitors interested in the schools are always welcome; but teachers shall not deviate from their usual exercises, except by request of some member or officer of the Board.

SUBSCRIPTIONS, PUBLIC NOTICES, ETC.

SEC. 96. No one shall be allowed to offer on the school premises anything for sale, examination or exhibition; or to take contributions, solicit subscriptions, give public notices, offer rewards, or do anything of a like nature.

PRESENTS.

SEC. 97. The Board looks with disfavor upon the reception of valuable presents by teachers or principals from pupils.

ARTICLE VII.

ADMISSION OF PUPILS.

FREE TO RESIDENTS.

SEC. 98. The Public Schools are free to those children only whose parents or legal guardians reside in the District.

Non-Residents to Pay Tuition.

Sec. 99. When there are seats not required by children belonging to the District, non-resident pupils may be received as members of any school, upon obtaining tickets of admission from the Superintendent. Tickets of admission will only be issued upon payment of tuition in advance at the office of the Board.

Rate of Tuition.

Sec. 100. The charge for tuition is at the rate of sixty dollars a year, or one dollar and fifty cents a week in the High School, and thirty dollars a year, or seventy-five cents a week in all schools below the High School.

The Question of Residence.

Sec. 101. In case there is doubt as to whether a given scholar has a right to free tuition, the question shall be referred to the Finance Committee to investigate and report.

Non-Residents must be Reported.

Sec. 102. All non-resident pupils must be reported to the Board by the Secretary at the next meeting after the tickets have been issued.

PUPILS TO ATTEND SCHOOL IN THE SUB-DISTRICT IN WHICH THEY RESIDE.

SEC. 103. No pupil shall be admitted to any school outside of the sub-district in which he resides, except when there are no vacant seats in the sub-district in which he belongs, in which case he may receive from the Superintendent a ticket of admission to another school.

ADMISSION AFTER THE SECOND WEEK.

SEC. 104. No child shall be admitted to any lowest primary room after the expiration of the second week of the term, unless such child shall be able to enter one of the regular classes.

SCHOOL AGE.

SEC. 105. No child under five years of age shall be admitted as a member of the Public Schools, except to the Kindergarten. Children between four and six years of age may be admitted to the Kindergarten of the sub-district in which they reside.

VACCINATION.

SEC. 106. No pupils shall be admitted to, nor persons be employed in the schools of this District, unless they present satisfactory evidence that they have been vaccinated, or bring a certificate from a physician that the health of the person renders vaccination inexpedient. Parents or

guardians who are unable to pay for vaccinating their children will be furnished with orders for free vaccination by the principal of the sub-district in which they reside.

CHANGE OF RESIDENCE.

SEC. 107. Whenever by change of residence, a pupil removes from one sub-district to another he shall be required to present to the principal of the school which he enters a certificate from the principal of the school which he has left giving his attendance, general standing and specifying the grade and class to which he belongs.

ARTICLE VIII.

TEXT BOOKS, APPARATUS, ETC.

TO BE PRESCRIBED BY THE BOARD.

SEC. 108. The apparatus, books, maps, etc., used in the schools, shall be such only as may be prescribed by the Board.

NEW TEXT BOOKS.

SEC. 109. No text books shall be introduced into or withdrawn from the schools except by a *two-thirds* vote of all the members of the Board, notice of such intended change having been given at a meeting of the Board held at least one week previous to such change and the Committee on Schools having reported thereon.

School Registers, Report Blanks, Etc.

Sec. 110. All school registers, record books, report blanks, etc., shall be such as are approved by the appropriate committee.

Free Text Books and Supplies.

Sec. 111. All text books and other school supplies shall be furnished to the pupils of the district free of charge, but they shall remain the property of the district. Non-resident pupils shall furnish their own books and supplies.

Requisitions.

Sec. 112. The text books and supplies approved by the Board shall be distributed to the sub-districts on the requisition of the respective principals endorsed by the Superintendent.

Books and Other Property to be Labeled.

Sec. 113. Before distribution all text books, apparatus and other school property of a permanent character shall be legibly marked "The Property of the New Haven City School District," and the penalties for mutilation or loss shall be attached thereto.

ARTICLE IX.

APPOINTMENTS AND SALARIES.

Examination of Candidates.

SEC. 114. Candidates not in the service of the District shall apply in writing to the Superintendent, enclosing testimonials, and they will be examined by him under the direction of the appropriate committee, and no person shall be employed by the Board who has not passed a satisfactory examination.

Appointments and Transfers.

SEC. 115. The annual appointment of principals and teachers shall be made on or before the 15th day of June. The Board reserves the right to transfer teachers to other schools during the year and to dismiss any teacher for cause, or whenever their services are no longer required.

Notification.

SEC. 116. Principals and teachers shall be immediately notified in writing by the Superintendent of their appointment. An appointee failing for one week to give notice in writing to the Superintendent of the acceptance of the appointment, will be considered as declining it.

APPOINTMENTS NOT TO BE VOTED ON THE SAME EVENING THEY ARE PRESENTED.

SEC. 117. All appointments, resignations and changes in the position or assignment of principals, teachers or other employes of the Board, not otherwise specified, shall be reported to the Board and shall not be voted upon the same evening they are presented except by unanimous consent.

WHEN EMPLOYES ARE NOT TO BE PRESENT.

SEC. 118. No person in the employ of the District shall be present when the subject of his election or compensation is under consideration, except by invitation of the Board, and the final consideration of such question shall be in Executive Session.

MONEY FOR SCHOOL ELECTION.

SEC. 119. No person in the employ of the District shall solicit, collect or receive money for the purposes of school election.

SALARIES.

SEC. 120. The salaries of all persons in the employ of the District shall be fixed by the concurring votes of a majority of the Board.

SEC. 121. The maximum salaries shall be as follows:

Principals, Grammar Schools	$2,500
Ass't Principals, Male	1,000
Ass't Principals, Female, two-room building	500

Ass't Principals, Female, three-room building	$550
" " " four-room building	600
" " " more than four rooms, ten dollars for each additional room.	
Masters Ungraded Schools	800

Teachers, according to their respective grades, as follows:

Grade.	Room.	Salary.	Grade.	Room.	Salary.
I.	A	$600	IV.	4	$530
	1	600		4^a	545
	1^a	500		4^b	560
	1^b	475	V.	5	580
	1^c	450		5^a	600
II.	2	450		5^b	620
	2^a	460	VI.	6	630
	2^b	460		6^a	640
	2^c	470		6^b	650
III.	3	480	VII.	7	675
	3^a	490		7^a	700
	3^b	500	VIII.	8	750

Ass't Teachers in Grade VIII.	$ 550
Kindergartners	450
Graduates of the Training School for Teachers when appointed as substitutes shall receive for the first year	300
Substitutes, after the first year	350
Special Instructors—Music	2,300
" " Mechanical Drawing	1,200
" " Free-hand Drawing	1,200
" " Sewing	650
" " Cooking	800
" " Manual Training	1,000
Kindergartner, Training Class for Teachers	600
Principal High School	2,700

The salaries of all Teachers in the High School and in the Training Schools for Teachers shall receive separate consideration, and shall be fixed according to experience and the character of the work to be performed.

Substitute Teachers.

Sec. 122. Substitute teachers when appointed to a room may receive for the first year after such appointment an increase of $50 and for each subsequent year $50 may be added to the salary of the previous year (provided the services of the teacher are satisfactory) until the salary shall reach the maximum of the grade in which the teacher is employed, unless otherwise ordered by the Board.

Suspension from Duty on Account of Contagious Disease.

Sec. 123. Whenever any employe of the District is suspended from duty by order of a Health Officer, a Committee of the Board or the Superintendent, on account of the existence of contagious disease in his immediate family or in the house in which he resides, he shall receive full pay while under suspension; he shall, however, resume his duties as soon as the danger of contagion is past, first obtaining a certificate from a Health Officer or physician to that effect.

Salaries, When Paid.

Sec. 124. Salaries will be paid near the first of each month and shall be reckoned on the basis

of 200 days in the year for principals and teachers, and on the basis of twelve months in the year for other persons in the employ of the District.

ARTICLE X.

PRINCIPALS.

Teachers' Meetings.

SEC. 125. The principals in their respective districts under the direction of and in coöperation with the Superintendent shall aim to secure by teachers' meetings and by personal endeavor a high order of instruction in all grades.

Examinations and Promotions.

SEC. 126. They shall classify their pupils according to the prescribed course of study, shall conduct both written and oral examinations, and shall make the necessary promotions in the various schools under the direction of the Superintendent.

Teaching.

SEC. 127. They shall devote at least an hour and a half each day to teaching in grades VI, VII and VIII.

Report Condition of Classes.

SEC. 128. Near the close of the winter term they shall make a report to the Superintendent of the progress and condition of the several classes.

Report Inefficiency of Teachers.

Sec. 129. Whenever a teacher shows inefficiency, the principal shall promptly report the same to the Superintendent, and any omission to report such inefficiency will be regarded as a gross neglect of duty.

Enforcement of Rules.

Sec. 130. They shall be held responsible for the strict observance and enforcement of the rules and regulations governing the schools.

Non-Resident Pupils.

Sec. 131. They shall not admit a non-resident pupil without a ticket from the Superintendent of Schools, and they shall report all non-resident pupils to the Secretary of the Board within one week from the time of entrance.

Monthly Report.

Sec. 132. They shall render monthly reports concerning the attendance of pupils and the absence and tardiness of teachers.

Hours for Principals.

Sec. 133. They shall be on duty in their respective districts at 8.40 A. M. and 1.45 P. M., and provide for the ringing of a teachers' bell at those hours.

Supervision of the Grounds, Buildings, etc.

Sec. 134. They shall have full supervision of the grounds, buildings, furniture and appointments of the school, and shall be held responsible for their sanitary condition in respect to heat, ventilation and cleanliness.

Notice of Repairs.

Sec. 135. They shall give prompt notice to the Superintendent when repairs are needed.

Supervision of the Work of Janitors.

Sec. 136. They shall have full authority in supervising the work of the janitors, and shall report any apparent neglect or inefficiency to the Superintendent or the Committee on School Buildings.

Temperature Below 60°.

Sec. 137. They shall dismiss classes whenever the temperature of any room shall fall below 60° with no immediate prospect of attaining the usual temperature, and shall at once report such dismissal to the Superintendent.

Contagious Diseases.

Sec. 138. They shall see that the following rule of the Board of Health is observed:

"No superintendent, principal or teacher of any school, and no parent or guardian of any child attending school, shall knowingly permit a child sick with *small pox*, *scarlet fever*, *diphtheria*, *membranous croup* or *typhus fever*, or any child residing in a house in which such disease shall exist, to attend any school without a permit from the Board of Health."

They shall request parents of pupils who are affected by contagious disease, or who have been exposed to such disease, to withdraw them temporarily from school, and in case of refusal or neglect, shall suspend such pupil until the attending physician or Health Officer shall certify in writing that the danger of contagion is past.

Requisition for Supplies.

Sec. 139. They shall make written requisition upon the Superintendent for all needed books and supplies. They shall take an accurate account thereof and receipt for the same when furnished and see to their distribution to the proper rooms, taking a receipt from the teachers of the respective rooms.

Records of Books and Supplies.

Sec. 140. They shall keep in books provided for the purpose, an account of the books and supplies furnished to each of the teachers and shall see that the same are properly used and accounted for. They shall be held responsible for all books and supplies furnished for their subdistrict.

Report of Condition of Books and Supplies.

Sec. 141. At the beginning of each term the principal shall examine the text books and supplies in each room and shall file a report stating the number and the condition of the books, and the quantity of supplies on hand. During the

last week in May, he shall report to the Superintendent the number of each kind of books and the quantity of supplies on hand, the number of each kind of books unfit for further use, and the number of books and the quantity of supplies needed for the ensuing year. The books unfit for further use are to be returned to the Superintendent. Credit will be given for books returned.

Books to be Replaced.

In case of the mutilation, defacement or loss of a school book by a pupil they shall require the pupil to furnish a new book to replace the one so mutilated, defaced or lost: the mutilated book then becoming the property of the pupil.

Neglect to Return Books Loaned.

Sec. 142. Should any pupil on leaving school neglect or refuse to return the books which have been loaned to him the principal shall make a written demand upon the parent or guardian of the pupil for the return of the books, and in case of neglect or refusal to comply with such demand, shall promptly report the same in writing to the Superintendent, who shall take the necessary steps to collect the same under the direction of the appropriate committee.

Infected Books to be Burned.

Sec. 143. Books which have been used by a pupil while sick with contagious disease shall be burned.

CARE OF SCHOOL PROPERTY.

SEC. 144. They shall permit no damage to the school property or buildings, and whenever such damage is done by accident or intention they shall require the offender to make good the injury.

ABSENCE OF TEACHERS.

SEC. 145. They shall send immediate notice to the Superintendent whenever a teacher is absent from school, and whenever the exercises of a school are omitted.

EMPLOYMENT OF SUBSTITUTES.

SEC. 146. No substitute for an absent teacher shall be employed for more than one-half day without the express approbation of the Superintendent.

ALLOWANCE OF SALARY FOR ABSENCE.

SEC. 147. Whenever a principal shall be absent on account of sickness or other cause, he shall report to the Superintendent the time of absence and the reason therefor, and the question of allowance of salary during such absence shall be referred to the Board.

PUPILS NOT TO BE SENT UPON ERRANDS.

SEC. 148. Pupils shall not be sent from the school premises upon errands during the school hours, except in cases of emergency, and with the consent of the pupil, and in such cases only by the authority of the Principal or acting Prin-

cipal, who only shall be authorized to send a pupil of suitable age and discretion, and who shall record in a suitable book the name of the pupil so sent, with the date, the occasion, and the duration of absence.

Pupils Not to be Sent Where Contagious Diseases Exist.

Sec. 149. Principals shall exercise the greatest caution in sending pupils to the houses of absent pupils to ascertain the reason for such absence, especially forbidding them to enter the house to which they are sent. Pupils shall not be sent where contagious disease is believed to exist in the houses of absent pupils.

Fire Drill.

Sec. 150. Each principal shall give such instruction to his assistants as shall prepare them to act prudently and promptly in case of a fire in their school building, and there shall be a fire drill on the last Friday of every month and at such other times as may be directed by the principal.

Certificates of Withdrawal.

Sec. 151. Whenever a pupil is withdrawn from school, the principal of the school where he last attended shall issue a certificate giving his grade, standing and attendance, and shall immediately report the withdrawal to the Superintendent.

Report Names of Pupils Received.

Sec. 152. Principals shall make a weekly report to the Superintendent of the names and residences of all pupils received by them after the first week of each term.

Report Cases of Absence or Tardiness.

Sec. 153. Principals shall investigate all cases of absence or tardiness reported to them by the teachers in their sub-districts, and in case they find that such absences are without valid excuse as prescribed by the Board, shall make prompt report to the Superintendent.

ARTICLE XI.

ASSISTANT PRINCIPALS.

Shall Have Charge of Buildings.

Sec. 154. Teachers employed in the highest grade in buildings occupied by primary and intermediate departments shall be known as Assistant Principals, and under the supervision of the Principal of their sub-district, shall have charge of their respective buildings, grounds, furniture and appliances.

Enforce Rules and Regulations.

Sec. 155. The Assistant, in the absence of the Principal, shall be required to enforce all the rules and regulations concerning the schools,

and shall supervise the work of the janitors and attend to the sanitary condition of the building in respect to heat, ventilation and cleanliness.

TIME TO BE ON DUTY.

SEC. 156. They shall be on duty in their respective schools at 8.40 A. M. and 1.45 P. M. and provide for the ringing of a teachers' bell at those hours.

NOT TO HAVE AUTHORITY OVER TEACHERS.

SEC. 157. These rules shall not be construed to give Assistant Principals special authority over teachers in their respective schools.

ARTICLE XII.

TEACHERS.

GENERAL DUTIES.

SEC. 158. Teachers are required to devote themselves faithfully, and during school hours, exclusively to their duties; and any employment of their time out of school hours which affects their health or diminishes their fidelity to their proper work, is regarded as a censurable impropriety. They are required to make themselves familiar with the rules and regulations of the Board; to give constant and careful attention to the manners, language, and habits of their pupils; to direct the work of the classes in accordance

with the prescribed course of studies; and to regard themselves as responsible, in the place of the parent or guardian, for the instruction, discipline, morals and health of their pupils.

TIME TO BE AT THEIR RESPECTIVE SCHOOL ROOMS.

SEC. 159. All teachers are required to be at their respective school rooms at 20 minutes before 9 o'clock, A. M., and 15 minutes before 2 o'clock, P. M., and to remain during the session, and in case of failure, they shall report themselves without delay, in writing, to the Principal, stating the cause and number of minutes they are absent from their rooms, and the Principal shall forward such reports to the Superintendent, at the end of each week.

NOT TO BE ABSENT WITHOUT PERMISSION.

SEC. 160. They shall not be absent from school for any other cause than sickness, without permission in writing from the Superintendent.

RESIGNATIONS.

SEC. 161. Every teacher desiring to leave the service of the District shall give three weeks' notice, in writing, to the Superintendent.

FORFEITURE OF SALARY.

SEC. 162. Teachers shall forfeit their pay for absence from any cause excepting personal sickness, or death in the family. In case of personal sickness an allowance of twenty-five per cent. of

the regular salary will be made for absence not exceeding twenty days in any one year. In case of death in the immediate family, no deduction of salary will be made for absence not exceeding four days.

Absence on One Session Days.

Sec. 163. Teachers absent in the morning of any day on which there is but one session of the schools shall be counted as absent for the whole day.

Heating and Ventilation.

Sec. 164. Teachers shall take special care that the school rooms be thoroughly ventilated, and if at any time the temperature of the room shall fall below 60°, with no immediate prospect of attaining the usual temperature, the teacher in charge shall at once report the same to the Principal or Assistant Principal.

Order and Neatness.

Sec. 165. All teachers will be held responsible for the order and neatness of their respective rooms.

Damage to Property.

Sec. 166. They shall be especially vigilant in their care of the school property and buildings, and whenever any damage is done by accident or intention, they shall report it to the Principal or Assistant Principal.

Register of Pupils.

Sec. 167. The teacher in each room shall keep an accurate register of the names, ages, and residence of pupils, and the names of their respective parents or guardians; and shall keep such records as the Committee on Schools may require, and shall report the same to the Principal on blank forms provided for the purpose.

Care of Books, Supplies, and Other Property.

Sec. 168. Teachers will be held responsible for the care of the books in their respective rooms, and in case of mutilation or loss of a book they will immediately report it to the Principal with the name and address of the delinquent. They may at their discretion, give pupils permission to take books to their homes for purposes of study. They shall frequently caution pupils in regard to the care and proper use of the books and supplies furnished by the District, and inform them of the penalties for mutilating books and for defacing school property.

Accounts of Text Books.

Sec. 169. They shall keep an account on blanks furnished them of the text books supplied to the pupils, and at the end of each term shall report their condition to the principal, grading them in three classes, A, B, and C, signifying respectively, new, in good condition, and unfit for use. Those in Class C are to be returned to

the principal to be sent to the office of the Board of Education; those in Classes A and B will be kept in the building for use in the succeeding term.

Time Tables.

SEC. 170. Teachers shall prepare during the second week of each term, time tables indicating the daily exercises of the room.

Physical Exercise.

SEC. 171. Teachers shall give all the pupils of their respective rooms some regular and systemic drill in physical exercise for a period not less than three minutes during each session.

Reports to Parents.

SEC. 172. Teachers in all rooms above the fourth grade shall send a monthly report to the parent or guardian of each pupil, indicating his deportment, scholarship and attendance; and the teachers shall satisfy themselves that these reports have been submitted to the parent or guardian.

Absence and Tardiness.

SEC. 173. Teachers shall investigate all cases of absence and tardiness, and shall require an excuse from the parent or guardian, in writing, or in person. In case of ten instances of unexcused absence, tardiness, or of either, in any one

term, the delinquent pupil may be transferred by the Superintendent to an ungraded school. No excuse for absence, tardiness or dismission shall be accepted, unless it allege sickness, or some equally imperative necessity.

Absence to be Recorded.

Sec. 174. Teachers shall record absence of pupils occasioned by sickness or withdrawal on account of contagious disease until such absence shall amount to ten successive half days in each term, after which no record shall be made.

Holy Days.

Sec. 175. Pupils detained from school for the religious observance of Holy days, will be excused by bringing satisfactory notice from their parents to that effect, and they shall not be detained after school hours to make up the omitted lessons.

Corporal Punishment.

Sec. 176. Teachers shall govern by kindness and by appeal to the better nature of pupils. Corporal punishment shall be administered only in extreme cases, and never at the same session of school at which the offense was committed; nor by a subordinate teacher, until the case has been reported to the Principal; and the teacher shall keep a record of such punishment, which record shall be embodied in the monthly report to the Superintendent.

Detention of Pupils.

Sec. 177. Teachers may detain pupils half an hour at the close of the afternoon session, and no longer, and at no other time, for discipline, or to make up neglected lessons.

Attendance at Teachers' Meetings.

Sec. 178. Teachers shall attend all meetings called by the Superintendent, and no excuse for absence will be allowed, other than would justify absence from the regular session of the school.

Teachers May Visit Other Schools.

Sec. 179. Teachers may visit other schools of the same grade one day in a term, when authorized so to do by the Superintendent, and shall make a written report to him of the results of their observations.

Special Teachers.

Sec. 180. The special teachers in Music, Drawing, and Sewing shall regularly visit the several rooms in which they are to give instruction, in accordance with the annual program prepared under the direction of the Committee on Special Instruction; and shall enter in blanks, provided for the purpose, the time spent in each room; and the regular teachers shall be present in their rooms and aid in such measures as will make the special instruction most valuable to the pupils.

GRIEVANCES.

SEC. 181. Parents and others desiring information or feeling aggrieved may consult the Superintendent at the office of the Board, or the Principal out of school hours. They are also requested to acknowledge immediately the receipt of any communication which may be addressed to them by teachers.

ARTICLE XIII.

JANITORS.

WHEN APPOINTED.

SEC. 182. Janitors shall be appointed annually, at the last meeting of the Board in the month of June, unless their appointment be deferred to a future meeting, and shall hold their position only at the pleasure of the Board.

DUTIES.

SEC. 183. Janitors shall perform their duties subject to the direction and control of the Principal. It shall be their duty to keep the school buildings under their charge clean, and in good order, sweeping and dusting them twice a week, and oftener if the Principal shall deem it necessary, and they shall wash the floors and furniture once during each term, or at the close of each term, as may be directed by the Principal.

Every school room shall be vacated after 4.30 P. M., whenever the duties of the janitor make it necessary.

Opening and Closing the Gates.

Sec. 184. They shall open the gates of the school yard thirty minutes before nine o'clock A. M. and thirty minutes before two o'clock P. M., on all school days, and close them when school commences. They shall be present and open the gates at the time for closing school, and remain at noon until the school is dismissed, and until five o'clock in the afternoon, and be present in the yards while the gates are open.

Care of Fuel and Heating Apparatus.

Sec. 185. They shall have charge of and at all times shall properly care for the heating apparatus of their respective buildings. They shall receive and receipt for the coal and wood furnished for their respective buildings, prepare for use all kindling wood, kindle and regulate the fires, separate the coal from the ashes, and remove the ashes, slag and cinders from the premises.

Yards, Closets and Sidewalks.

Sec. 186. They shall keep the yards, closets, and pavements clean and in good order, and remove all nuisances. They shall immediately clear the snow from the steps and walks about the buildings, and from the walks and gutters in the street.

Sprinkle Yards and Streets.

Sec. 187. They shall sprinkle the yards and streets as often as may be necessary during the warm weather, when furnished with a hydrant, and see that the water is let off from the water pipes in winter, and not allow the water to run to waste during the vacation.

Oversight of the Premises.

Sec. 188. They shall cut the grass and trim the shrubbery in the yards, and have the care and oversight of the premises during the whole year.

Clocks, Blackboards and Pencils.

Sec. 189. They shall wind and regulate the clocks, and see that they are kept in proper order; clean the blackboards and sharpen all pencils used in the schools.

Shall make Repairs.

Sec. 190. They shall make all minor repairs not requiring the services of skilled artisans and shall promptly report any damage or nuisance about the premises to the Principal.

Must give their whole Time.

Sec. 191. At the High School and at all Grammar Schools, janitors are required to give the whole of their working time to their duties in connection with the school buildings.

ARTICLE XIV.

PUPILS.

General Conduct.

SEC. 192. Pupils shall be regular and punctual in attendance, decent in dress, cleanly in person, industrious, respectful and obedient; avoiding all rude, boisterous and violent conduct in and about the school buildings, and on the way to and from school.

To Attend in the District in which they Live.

SEC. 193. No pupil shall be allowed to enter or remain a member of any public school out of his own sub-district, except when there are no vacant seats in the school to which he belongs and then only by special permission of the Superintendent of Schools.

In Case of Removal.

SEC. 194. Parents are allowed, in case of removal from one sub-district to another, to continue their children till the end of the school term in the school which they attended at the time of removal.

Neglected Lessons.

SEC. 195. Pupils shall make up neglected lessons, unless excused; and no pupils shall be allowed to remain in a class to the serious hindrance of its progress.

NOT TO LOITER ABOUT SCHOOL PREMISES.

SEC. 196. When pupils are dismissed at the close of each session, they shall pass quietly and promptly away from the school premises.

MISDEMEANORS.

SEC. 197. Any pupil guilty of profanity, obscenity, truancy, or any violent or pointed opposition to authority, or of wilfully cutting, defacing, marking or otherwise injuring the school buildings or other school property, or guilty of any other serious misdemeanor, shall be immediately reported to the Superintendent, and notice be sent to the parents, and the case, if necessary, referred to the proper committee.

MUTILATION OR LOSS OF BOOKS.

SEC. 198. If a pupil needlessly injures or loses a school book his parents or guardian shall, on the demand of the principal, furnish a new book in its place.

NOON INTERMISSION.

SEC. 199. No pupil shall be allowed to remain in any school-room during the noon intermission, unless a teacher be present.

MUSIC, DANCING OR OTHER LESSONS.

SEC. 200. No pupil shall be excused from school during the regular sessions to take music, dancing or other lessons.

Truancy.

Sec. 201. In cases of truancy, vagrancy or conduct subversive of good order, the offender shall be placed on the following course of discipline:

For the first offense, in addition to the ordinary school discipline, the name of the offender shall be recorded by the Principal, whose duty it shall be to fully investigate the case, see the parents or guardians, notify them of the consequences of such conduct, if persisted in, and, also, to report the case to the Superintendent.

Transfer to Ungraded School.

Sec. 202. For a second offense the pupil may be transferred by the Superintendent to an Ungraded School, but no child shall be so transferred until the parent or guardian has been notified by the Superintendent.

Non-attendance at Ungraded Schools.

In case of the non-attendance of a pupil so transferred, the teacher of the Ungraded School shall immediately notify the Superintendent, who, on receipt of such notice, shall inquire into the cause of such non-attendance, and if necessary, see that the law in such cases be enforced.

Transfer from Ungraded School.

Sec. 203. No pupil thus transferred to an Ungraded School shall be permitted to enter another

school, except upon the recommendation of the teacher of the Ungraded School and with the approval of the Superintendent.

TRANSFERS RECORDED AND REPORTED.

SEC. 204. All cases of transfer to Ungraded Schools shall be recorded by the Superintendent in a book provided for the purpose and shall be reported by him to the Committee on Schools.

ARTICLE XV.

AMENDMENTS TO RULES.

SEC. 205. The rules and regulations of the Board shall not be amended or repealed except upon written notice in due form at a previous meeting; nor then, except by the concurring votes of the majority of the Board.

A rule may be suspended by a vote of two-thirds of the whole Board.

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